



A Final Subdivision shall be submitted to the Director within seven (7) years of the date that the preliminary approval became final or the subdivision shall become null and void

General Information

- A. A complete application is required at the time of submittal. Please answer all questions on the application clearly and completely.
- B. The City's application form must be used.

Requirements

I. APPLICATION

- A. The following documents are required at time of submittal, unless otherwise indicated. A complete application will include:
 - 1. Completed Final Subdivision Checklist, Land Division Application and Declaration of Agency form
 - 2. Proof of ownership (copy of deed)
 - 3. Final Plan Drawings:
 - a. All drawings shall be to scale on an 18" x 24" sheet of paper (multiple sheets may be used); and
 - b. Contain the illustration information set forth in MMC 16.73.110(C)(3), except the Director may approve a scale up to one-inch equals 200 feet in order to fit the layout of a plat on a single sheet; and
 - c. Meet the survey requirements set forth in MMC 16.73.070; and
 - d. Include addressing of individual lots assigned by the City; and
 - e. Certificate for the approval signatures detailed in MMC 16.73.090; and
 - f. Treasure's certificate to ensure payment of taxes; and
 - g. Other information requested during the preliminary plat or plat approval.
 - 4. If the final subdivision includes a dedication, the following statements shall be included:
 - a. The dedication of all streets and other areas to the public, and individual or individuals, religious society or societies, or to any corporation, public or private, as shown on the plat;
 - b. A waiver of all claims for damages against any governmental authority which may be occasioned to the adjacent land by the established construction, drainage and maintenance of said road;
 - c. Said statements shall be signed and acknowledged before a notary public by all parties having any interest in the lands subdivided.
- B. Lot Numbering. Lots shall be consecutively numbered; tracts shall be lettered alphabetically and in consecutive order.

- C. Plat Certificates. Three copies of a plat certificate for the subject property shall accompany a final subdivision application.
- D. Perimeter lot closures for all lots, tracts, and the exterior boundary.

Procedure

II. FINAL SUBDIVISION PROCESS

- A. Please submit the items listed above and any other information which may be required by the City at the time the application is filed.
- B. Staff will make a preliminary review to verify all information is correct and consistent with the preliminary subdivision.
- C. The following signatures on the final plat are required before the Director or Designee can submit the final plat to the City Council for their action:
 - 1. Director: whose signature approves compliance with all terms of the preliminary plat approval of the proposed plat subdivision or dedication.
 - 2. City Engineer: whose signature approves the layout of streets, alleys and other rights-of-way, design of bridges, sewage and water systems and other structure.
 - 3. City of Bellevue utilities: whose signature approves the adequacy of the proposed means of sewage disposal and water supply.
 - 4. King County treasurer: whose signature confirms a statement that all taxes and delinquent assessments for which the property may be liable as of the date of certification have been duly paid, satisfied or discharged.
 - 5. Property Owner: whose signature confirms a statement that the subdivision has been made with the free consent and in accordance with the desires of the owner.
- D. Once deemed complete, the Final Subdivision will be placed on the next available City Council meeting for approval.

III. CRITERIA FOR APPROVAL

- A. Before a final subdivision may be granted, the Director or Designee shall find that the final subdivision:
 - 1. Conforms to all terms of the preliminary approval; and
 - 2. Meets all zoning and engineering requirements; and
 - 3. Meets all requirements of MMC 16.73; and
 - 4. Meets all applicable local and state laws that were in effect at the time of vesting; and
 - 5. Improvements have been constructed, or a bond or other security has been secured at 130 percent of the estimated construction value accepted by the city.



DEVELOPMENT
SERVICES

501 EVERGREEN POINT ROAD MEDINA, WA 98039
PHONE: 425-233-6414/6400

FINAL SUBDIVISION CHECKLIST

This checklist contains the minimum submission requirements for final subdivision that are due at the time of submittal. Please note that not all items listed may apply to your submittal.

COMPLETE APPLICATION

<input type="checkbox"/>	Final Subdivision Checklist
	Land Division Application: <input type="checkbox"/> Application form <input type="checkbox"/> Signature of applicant/agent
<input type="checkbox"/>	Declaration of Agency form
<input type="checkbox"/>	Proof of Ownership (copy of deed)
<input type="checkbox"/>	Final Plan Drawings with required information
<input type="checkbox"/>	Plat Certificates
<input type="checkbox"/>	Perimeter lot closures for all lots, tracts, and the exterior boundary



**DEVELOPMENT
SERVICES**

LAND DIVISION APPLICATION

501 EVERGREEN POINT ROAD MEDINA, WA 98039
PHONE: 425-233-6414/6400

This application is for: Preliminary Short Subdivision Preliminary Subdivision
 Final Short Subdivision Final Subdivision

General Information

Owner Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Email: _____ Phone: _____

Agent / Primary contact

Name: _____ Email: _____

Contact Phone: _____ Alternative Phone: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Property Information

General Location/Address: _____

Legal Description: _____ Tax Parcel Number: _____

Lot Size: _____ Date Lot was Created: _____

Is the lot within 200 feet of the shoreline?
 YES NO

Zoning: _____

PRIMARY ACCESS TO INDIVIDUAL LOT(S) WILL BE FROM (Check all the apply):

Public Right-of-Way

Name of Street(s): _____

Private Lane (see chapter 16.91 MMC)

Name of Nearest Intersecting Public Street: _____

PROVIDE THE FOLLOWING INFORMATION FOR THE NEW LOT(S):

	Lot Area		Dimensions		Length of Front Property Line (when access is by a private lane)
	Gross*	Net	Lot Width	Street Frontage	
Lot A					
Lot B					
Lot C					
Lot D					

* Gross area does not include area over water

PROVIDE THE FOLLOWING INFORMATION IF BUILDINGS WILL REMAIN AFTER RECORDING:

	Structural Coverage	Impervious Surface Coverage	Setbacks			
			Front	Rear	Side	Side
Lot A						
Lot B						
Lot C						
Lot D						

I certify under the penalty of perjury that I am the owner of the above property or the duly authorized agent of the owner(s) acting on behalf of the owner(s) and that all information furnished in support of this application is true and correct.

Signature _____ Owner Agent Date _____

Signature _____ Owner Agent Date _____

**FINAL SUBDIVISION
ATTACHMENT A**

CERTIFICATE OF OWNERS' FREE CONSENT:

Declaration:

We the undersigned owner(s) of interest in the land herein described do hereby make a final subdivision pursuant to RCW 58.17 and declare this final subdivision to be the graphic representation of the same, and that said final subdivision is made with the free consent and in accordance with the desire of the owner(s).

In witness where of we have set our hands and seals

OWNER(S):

(Print Owner's Name)

(Print Owner's Name)

NOTARIZE PROPERTY OWNER SIGNATURES:

STATE OF WASHINGTON

COUNTY OF KING

I, the undersigned, a Notary Public in and for the County of King in the State of Washington, do hereby certify that on this _____ day of _____, 20____, personally known (or proven on the basis of satisfactory evidence) to be the individual who executed the within instrument and foregoing instrument, and acknowledge that she/he signed and sealed the same as a free and voluntary act and deed for the uses and purposes therein mentioned.

Given under my hand and official seal this _____ day of _____, 20____

Notary Public in and for the State of Washington
residing at _____

